



How To Compile Your Food Shelf Statistics

The Doe Family, 30-year-old John and Jane and their 10-year-old son, Billy, came to your food shelf for the first time in this calendar year on November 1st. (*Unique Visitor – first time visit this year) You gave them 100 pounds of food. They returned on November 27th for an additional 100 pounds of food.

Date	Family Name	Pounds	Child (0-17)	Adult (18-64)	Senior (65+)
Nov. 1	Doe	100	*Billy	*Jane	
				*John	
Nov. 27	Doe	100	Billy	Jane	
				John	

The Smith Family, 60-year-old Sandra and her twin 5-year-old granddaughters, Kate and Ashley, were given 100 pounds of food on November 2nd. They have already used the food shelf this year.

Date	Family Name	Pounds	Child (0-17)	Adult (18-64)	Senior (65+)
Nov. 2	Smith	100	Kate	Sandra	
			Ashley		

85 year old Edward Johnson came for his first food shelf visit this year on November 3rd (*Unique Visitor) and was given 25 pounds of food. He came again on November 15th because he was out of milk and bread. On this visit he received 5 pounds. Then on November 24th he came and picked up his 10 pound holiday basket.

Date	Family Name	Pounds	Child (0-17)	Adult (18-64)	Senior (65+)
Nov. 3	Johnson	25			*Edward
Nov. 15	Johnson	5			Edward
Nov.24 th Holiday Basket	Johnson	10			Edward

	Individuals Ages 0-17	Individuals Ages 18-64	Individuals Ages 65+	Households	Pounds/ Vouchers
Regular Service (1 st visit this month)	<u>3</u>	<u>3</u>	<u>1</u>	<u>3</u>	<u>225</u>
Extra Service (2 nd + visit this month)	<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>105</u>
Holiday Program (name holiday):	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>10</u>
Total for this month	<u>4</u>	<u>5</u>	<u>3</u>	<u>4</u>	<u>340</u>
Total Unique Visitors	(Number of individuals served this month for the first time during this calendar year)				<u>4</u>

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Frequently Asked Questions

We allow clients to take as much bread as they need and as often as they need to. Should we report these pounds?

Yes, you should report the pounds of bread distributed in the Pounds/Vouchers column in the row **Regular Service**. However, if during the visit, your client receives only bread, do not count the visit, only the pounds.

When clients visit my food shelf they receive food, non-food and can pick from our free table. For example, if a mother and child come in, we would count the mother for three visits and the child for three visits. The total is six visits. Am I reporting correctly?

No, this is not the correct way to report the visit for the mother and child. When a client comes in, no matter how many service types they receive, it is counted as one visit. When the mother and child receive food, non-food and from the free table during one visit, you will report one household and two individuals.

Our food shelf distributes produce to clients, but we were told that we cannot include the pounds of produce when we report pounds each month. Is this true?

No, this is not true. You should report all pounds that you distribute to your clients.

When I report statistics for my food shelf I report food pounds and some non-food pounds. I report laundry detergent, toothpaste and other hygiene products. We have a Thrift Store and we distribute clothing, coats and school supplies. I never count the pounds for those things. Am I reporting correctly?

Yes. It is appropriate to report the pounds of such things as laundry detergent, toothpaste and shampoo. If you have a coat or school supply distribution, you would not report the pounds. In addition, if no food is given out at a coat or school supply distribution, you also do not record this as a visit.